



Peace Corps-Philippines

The United State Peace Corps program in the Philippines seeks qualified candidates for the following position:

GENERAL SERVICES ASSISTANT

[Code: GSA]

TYPE OF CONTRACT: Personal Services Contract

BASIC FUNCTION OF POSITION:

The General Services Assistant (GSA) works under the direction and guidance of the Director of Management & Operations (DMO) and the Gen. Services Coordinator (GSC) to assume responsibility as support for the management of the General Services work. Primarily facilitates Peace Corps procurement requirements on services, supplies & equipment including vehicles. Also responsible in monitoring maintenance of facilities and equipment; handles logistics for airport, transport and shipment needs; maintains the office supply room and general services files.

QUALIFICATIONS:

- Graduate of a four-year course required.
- Two years of progressive experience in administrative assistance duties.
- Driving skills required and must possess a Philippine Driver's License.
- Good knowledge in the areas of procurement, facilities, logistics and IT can be an advantage.
- When fully qualified, preference may be given to applicants with prior experience working in any US agency within the last two years.
- High level of customer service skills and a keen sense on prioritizing duties.
- Ability to interact and coordinate with other people effectively and efficiently.
- Hardworking, responsible, flexible and a good team player.
- General office skills to include: data research, analysis and interpretation; computer skills including knowledge of word-processing, spreadsheet, e-mail, and database programs; filing and inventory management skills, organization and time management skills.
- Proficient in English and in Tagalog.
- Willing and physically fit to work long hours when needed.
- Holder of an NBI clearance.

Send your application letter and resume to vacancy@ph.peacecorps.gov. The closing date for applications is May 24-Friday at 12nn . Only selected candidates will be contacted for an interview.